

SHELBY COUNTY SCHOOLS – OFFICE OF FACILITIES PLANNING

Stadium Request Form

(Must be received by Facilities Planning at least 30 days prior to event/activity)

NAME OF ORGANIZATION _____

PERSON RESPONSIBLE			
NAME		PHONE	
ADDRESS		DATE	
CITY		STATE	
ZIPCODE			
EMAIL ADDRESS: _____			

ONLY COMPLETE IF EVENT IS A NON-SCHOOL RELATED ACTIVITY
<p>The following must be placed on file in the office of Facility Planning before issuance of permit:</p> <p>1) Copy of proof of General Liability Insurance? _____</p> <p>2) Security plan/proof that arrangements for security services have been made (if applicable) _____</p>

APPLICANT SIGNATURE _____	
STADIUM REQUESTED _____	
AREA REQUESTED _____	EXPECTED ATTENDANCE _____
DATE (s) OF REQUEST _____	ADMISSION CHARGE _____
TYPE OF ACTIVITY (Provide Agenda) _____	TIME OF REQUEST _____

RENTAL FEES MUST BE PAID IN ADVANCE: SCS • 160 SOUTH HOLLYWOOD • RM C114
Method of Payment: Certified Check – Money Order – Cash – Personal Check

	DATE _____
SCIAA Athletic Manager Signature* _____	
Type of Event	**For Facilities Planning Staff Only**
SCS-School	SCIAA
Youth	Other
<p>1. Leave area clean before your departure.</p> <p>2. We have the right to refuse the use of the field due to rain or damage conditions.</p> <p style="color: red;">*Athletic Director’s approval must be obtained before request can be processed and Permit issued.</p> <p style="color: red;">*After completing the form please forward form to the Office of Facilities Planning for processing and issuance of Permit.</p> <p>Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex, or age.</p>	